



CITY OF WEST LAFAYETTE

Office of the City Engineer

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MEMORANDUM

TO: West Lafayette Board of Public Works & Safety

CC: Diane Foster, Human Resources
Nicole Stocks, Payroll

FROM: David M. Buck, P.E. *DMB*
City Engineer

DATE: April 23, 2010

SUBJECT: New Hire – Michelle Debord, Office Manager

I request permission to hire Mrs. Michelle Debord for the Office Manager position in the Engineering Department. Mrs. Debord will start on Monday, May 3rd at the bi-weekly rate of \$1,382.44. The salary for this position is budgeted with a 50/50 split between the Engineering, General Fund and Wastewater Utility budgets.

Mrs. Debord is originally from Illinois and has a bachelor's degree in Healthcare Management from Southern Illinois University. She has worked for offices in both the legal and medical industries. Most recently, she worked as an Administrative Assistant for Klondike Elementary School.